



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Head Start

Program Information Report (OMB #0970-0427)

AGENCY: Office of Head Start, Administration for Children and Families, HHS.

ACTION: Request for public comment.

SUMMARY: The Administration for Children and Families' (ACF) Office of Head Start (OHS) is requesting a 3-year extension of the Head Start Program Information Report (PIR), Monthly Enrollment reporting instrument, and Center Locations and Contacts instrument (OMB #0970-0427, expiration 4/30/2022). OHS has made updates to these instruments, as described below.

DATES: *Comments due within 60 days of publication.* In compliance with the requirements of the Paperwork Reduction Act of 1995, ACF is soliciting public comment on the specific aspects of the information collection described above.

ADDRESSES: You can obtain copies of the proposed collection of information and submit comments by emailing infocollection@acf.hhs.gov. Identify all requests by the title of the information collection.

SUPPLEMENTARY INFORMATION:

Description: OHS is requesting an extension, with changes, of the Head Start PIR information collection authority.

The following instruments are included in this information collection: (1) PIR, (2) Monthly Enrollment, and (3) Center Locations and Contacts. The PIR is used for federal program management purposes including to promote decision-making using data, is a major source of information used to respond to Congressional and public inquiries about Head Start programs, and is used often by researchers. Monthly enrollment reporting supports oversight activities related to promoting full enrollment of programs. Center locations and contact reporting is used to help parents locate a program in their community. In general, these information collections together create key administrative datasets to support administration of the program. The proposed changes include new questions on the PIR to collect information on collaboration activities with Part C agencies and the average benefits provided to certain education staff as part of their compensation.

Additionally, new questions were added to the centers reporting to capture participation in a local or state Quality Rating Improvement System and licensing status for each center. Lastly, minor changes were made to these instruments for clarification purposes.

Respondents: Head Start Grant Recipients.

Annual Burden Estimates

Instrument	Annual Number of Respondents	Annual Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours
Head Start PIR	1,600	2.25	1	3,600
Monthly Enrollment	1,600	27	0.05	2,160
Center Locations and Contacts	1,600	15	0.25	6,000

Estimated Total Annual Burden Hours: 11,760

Comments: The Department specifically requests comments on (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Authority: 42 U.S.C. 9801 et seq.

Mary B. Jones,
ACF/OPRE Certifying Officer.

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